

# Kansas Adjutant General's Department – State Human Resources Guidelines

2011

10/2011

REF: Governor's Inclement Weather Policy 12/01

## POLICY

### INCLEMENT WEATHER

#### Policy:

It is the policy of the Adjutant General's Department to notify employees of instances when the work site may be closed due to Inclement Weather closing of the Adjutant General's Department's operations.

#### Comment:

- (1) The Adjutant General's Department may temporarily suspend non-essential services under extreme, extenuating weather conditions. Conditions warranting this rare action are:
  - (a) When highway travel is significantly compromised;
  - (b) Efficient/effective clearing of roads is an urgent need and cannot be done without a major reduction in the level of traffic;
  - (c) That without a level of reduction in traffic, law enforcement/emergency vehicle responsiveness to accidents is seriously impaired;
  - (d) When most employees traveling to/from work are in imminent danger of being stranded, stuck or involved in an accident.

A declaration should not be made in situations where the precipitation is such that it will just take extra time, caution and driving at slower speeds to travel to and from work.

- (2) The rare temporary suspension of non-essential services is done by an authorized Declaration of Inclement Weather:
  - (a) **Shawnee County:** Only the Governor of the State of Kansas or the Governor's designee has the sole authority to issue a Declaration of Inclement Weather for Shawnee County.
  - (b) **Outside Shawnee County:** The Governor, The Adjutant General (TAG), or their designees may issue Declarations of Inclement Weather outside Shawnee County. If a declaration has not been made by the Governor or Adjutant General and the **worksite administrator/manager** desires a declaration for their worksite, he/she **must** request and be granted approval for a Declaration of Inclement Weather **from The Adjutant General's Department prior** to authorizing any Inclement Weather Leave for State employees.
    - (i) **Exception: McConnell ANG:** "Non-essential" State employees **will comply** with emergency weather media announcements covering 'non-essential' military personnel. \*
    - (ii) **Exception: Ft. Riley Military Base:** "Non-essential" State employees **will comply** with emergency weather media announcements covering 'non-essential' military personnel. \*

\*'Essential' employees are those employees designated by administration who are required to continue essential mission functions during hazardous weather conditions.

\*'Non-Essential' employees are all other employees not defined as 'essential'.

\*'Essential mission functions' are those tasks which: a) are indispensable for the direct mission of the agency and/or unit, b) provide for the safety or security of persons and/or property, and/or c) for which delay in completing work tasks would not be feasible or prudent.

- (3) Non-essential, benefits eligible (not 999-hour), employees not reporting for work, or not remaining at work, during an authorized designated inclement weather declaration will be placed on 'Inclement Weather Leave' in

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accordance with the procedures stipulated in this document. *Employees are to remain available for contact by supervisors and other agency personnel.*

- (4) Although an employee is designated as 'non-essential', if circumstances warrant, (a critical deadline, important meeting, an emergency, etc.) he/she may still be called to work. In those rare cases the employee will be expected to report to work. An employee who refuses to work may no longer use Inclement Weather Leave and may be subject to disciplinary action.
- (5) Essential employees who are scheduled to work and do not report to work must request to use their own leave.
- (6) When a **declaration has not been issued**, employees not reporting to work, reporting late or leaving early due to weather conditions will be expected to use their accrued leave. The agency recognizes that employees have different comfort levels and abilities driving in inclement weather. It also recognizes that some employees live significant distances from their worksites where weather conditions may be more severe. Therefore, to the extent possible, supervisors should approve employees' request for leave in those situations. At the discretion of the supervisor, employees may rearrange work hours *within the same workweek* to make up for those hours not worked.
- (7) **Prior** to requesting an Inclement Weather Declaration from the TAG or designee, **worksite administrators/managers** need to:
  - (a) Take into consideration the mission of the worksite/office;
  - (b) The amount, kind and projected duration of precipitation;
  - (c) The location of the worksite;
  - (d) The condition of the area roadways and bridges surrounding the worksite;
  - (e) The expected duration of unsafe roadway conditions;
  - (f) General safety hazards;
  - (g) Other large employers' actions; perception of the public/taxpayers, etc.
  - (h) Determine the following information:
    - (i) Worksite(s) affected,
    - (ii) Staff affected, and
    - (iii) The beginning and ending *date(s)* and the beginning and ending *time(s)\** of the declaration. **\*Could be any length of time; i.e. 30 minutes, 4 hours, all day, etc.**

Resources include:

- (a) Calling toll-free 1-866-511-KDOT (5368).
  - (b) Kansas' road conditions website, <http://www.ksdot.org/>
  - (c) National Weather Service - [http://weather.noaa.gov/weather/KS\\_cc\\_us.html](http://weather.noaa.gov/weather/KS_cc_us.html)
- (8) When worksite administrators/managers believe circumstances warrant a declaration of inclement weather they must request authorization by contacting:
    - (a) The TAG's primary designee, Chief of the Joint Staff, at (785) 274-1141 (Wk) or 817-2998 (Cell), or if

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unavailable,

(b) The back-up designee, State Human Resource Director, at (785) 274-1460 (Wk) or 250-6788 (Cell).

(9) If approved, the authorized TAG designee will notify the Governor's Office. The declaration must include the following information:

- (a) Employer identified as "The Adjutant General's Department",
- (b) Worksite(s) affected,
- (c) Staff affected, and
- (d) The beginning and ending date(s) and the beginning and ending times of the declaration.

(10) After contacting the Governor's Office, notice of the authorized declaration is to be called into the agency's State Human Resource Department at (785) 274-1460 or cell (785) 250-6788.

(11) The declaration will be communicated by the most feasible means as pre-determined by each worksite and unit. (See attachment.) This may include direct calls to employees at home, designated 'Call in' numbers, websites, calling trees, media outlets, etc. The information will be placed on the TAG Website (<http://kansastag.gov/STATEHRO.asp?PageID=372>) and on voice mails of the following phones in SHR (785) 274-1460; 1392 & 1391.

(12) If at all possible, decisions as to temporarily suspending of non-essential mission functions should be made, and affected employees notified, 30-60 minutes prior to the employees scheduled work time.

(13) Declarations made by the Governor and other entities, i.e. McConnell ANG commander, will be made directly to media outlets. Therefore, in those situations, non-essential employees may be aware of an Inclement Emergency Declaration much sooner than the Adjutant General's Department administration. Worksite managers should immediately call the Chief of the Joint Staff or the State Human Resource Director at the numbers above to inform them of any non-Shawnee County declarations.

(14) Non-essential employees who do not work during an authorized inclement weather declaration will code those hours on their timesheet as IWN (for non-exempt, hourly employees) and IWE (for exempt, salaried employees). This Inclement Weather Leave begins at the effective time stated in the declaration unless otherwise notified.

(15) Employees who work during an Inclement Weather Declaration will be compensated as usual.

(16) Employees who had previously authorized leave (verbal or written prior to the declaration notice being effective) will not be affected and will use their leave as approved. As a general rule during extreme weather conditions, 'call-ins' or e-mails left on a supervisor's (or designee's) phone or computer will be considered as having leave authorized.